The Guilford County Vendor Self Service application is designed to:
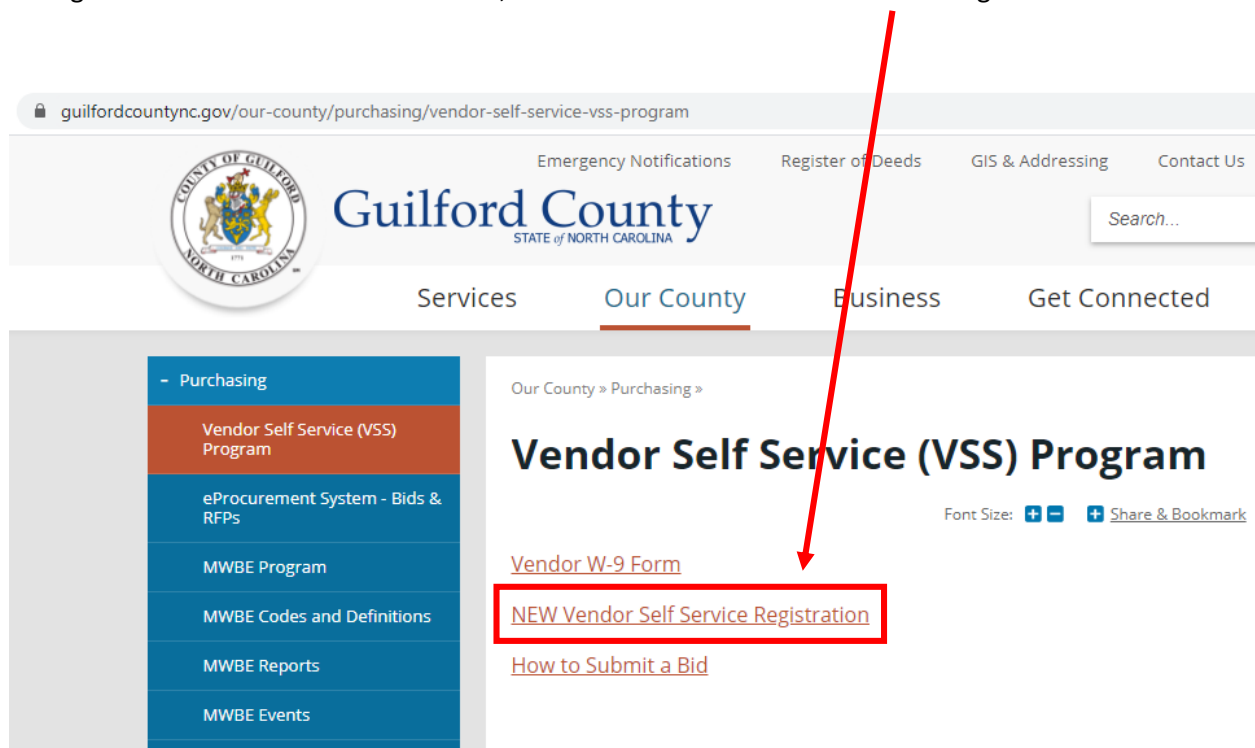
- Allow Vendors who do not have a Guilford County Vendor Number to register for one
- Allow Vendors who do have a Guilford County Vendor Number to add contacts for that vendor number
- Allow Vendors who do have a Guilford County Vendor Number to submit a Bid

The instructions on the following pages will show you how to register as a Vendor with Guilford County and add contact information for your Vendor record.
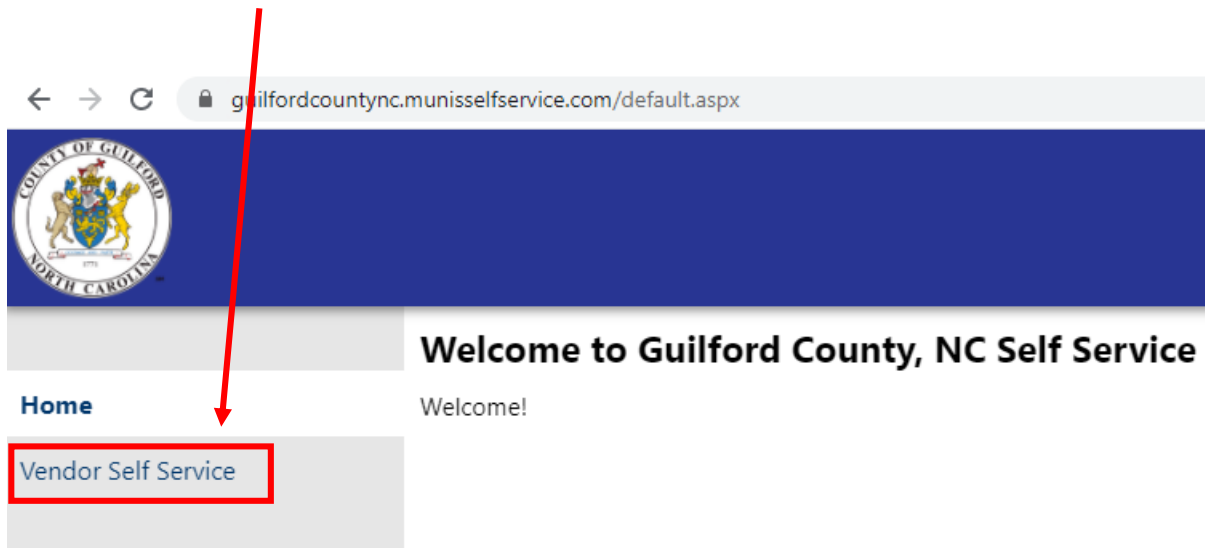
Vendor Self Service Information can be found at

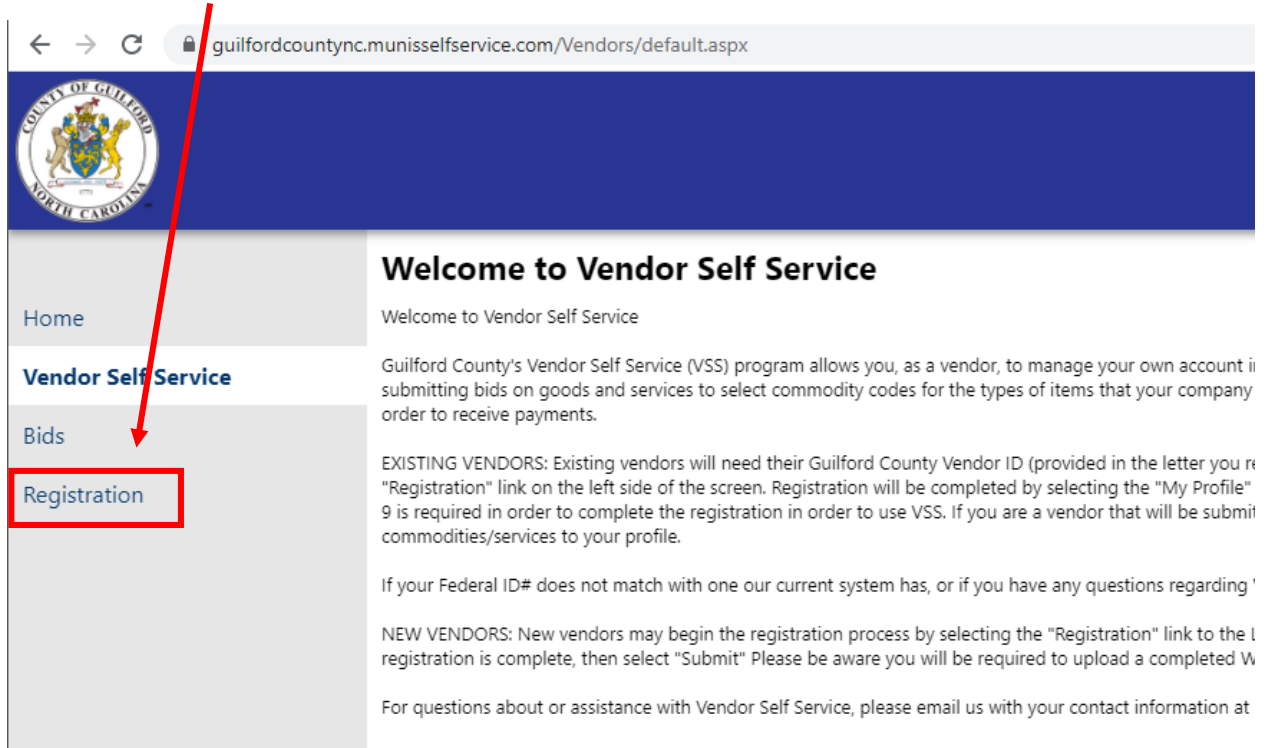https://www.guilfordcountync.gov/our-county/purchasing/vendor-self-service-vss-program

To register as a vendor or vendor contact, select the "New Vendor Self Service Registration" link.

Select the "Vendor Self Service" link

Select the "Registration" link

– you already have a Guilford County Vendor ID

If someone in your company/organization has previously registered with Guilford County as a vendor, you will have a Guilford County Vendor ID number.   If you do not know your Vendor ID or are unsure if your organization has one, please contact the Guilford County Finance Department.

Click the "Continue" button and follow the on-screen directions in the web pages that appear.

– you DO NOT have a Guilford County Vendor ID yet

Click the "Continue" button and follow the on-screen directions in the web pages that appear

When you are successfully registered, you can click the following icon to login